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VILLAGE OF ROCHESTER REQUEST FOR QUALIFICATIONS MUNICIPAL ENGINEERING SERVICES

I. Introduction and Purpose of Request

The Village of Rochester is requesting statements of qualifications from experienced consulting engineering firms to provide general contracted municipal engineering services.

It is the intention of the Village to engage the selected firm to perform day to day municipal engineering work as well as various special projects. The Village reserves the right to select an engineer other than the designated Village engineer on a specific project basis as determined by the Village Board to be in the best interest of the Village.

II. Instructions to Proposing Firms

A. All proposals shall be submitted to and all other correspondence shall be directed to:

Village of Rochester
ATTN: Deborah R. Elderton, Village Manager
#1 Community Dr
Rochester, IL 62563
(217) 498-7192 ext.350

- B. All proposals must be received no later than 4:00 P.M., on Friday, August 4, 2017. Ten (10) copies of all proposals must be provided. The copies shall be sealed and clearly identified with "Village Engineer RFQ" by the submittal deadline. Neither verbal nor electronic submittals will be accepted or considered valid.
- C. Each proposal shall be signed by the principles of the firm.
- D. All questions and requests for clarification relative to the RFQ shall be submitted in writing via e-mail or letter to Deborah R. Elderton, Village Manager no later than July 31, 2017.
- E. Firms shall provide at least five municipal client references specifying entity name, address, services provided, contact person, telephone number, and email address.

- F. The proposal shall be limited to a maximum of twenty (20) pages printed on two sides. Materials not relevant to this request are discouraged.
- G. Firms are prohibited from contacting any Village employee (other than the Public Works Superintendent or Village Manager), the President, or any Village Trustee for the purpose of securing this agreement.

III. General Information and Content of Proposal

The Village of Rochester is a community of approximately 3800 residents located in central Illinois.

Rochester is governed by an elected President and six trustees on the Village Board elected to four-year overlapping terms. The firm selected would work extensively with the Public Works Department, Administration, and the Economic Development Committee.

The Village's annual total budget is approximately \$5.5 million.

The Village has the following committees: Personnel and Finance, Public Works, Economic Development, Police, Parks, and Public Health & Safety. The Village currently has intergovernmental agreements with CWLP for water and SCWRD for sanitary sewer services.

The President and Village Board of Trustees appoint the Village Manager, who is responsible for the day-to-day operations of the Village, including oversight of contracts and contracted staff. The following elements should be included in your proposal:

1. Cover letter and introduction including the name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. A description of the firm, including brief history, number of employees and their disciplines, philosophy regarding client and customer service, location, years in business, etc.
3. A general statement indicating how the company envisions being able to provide services to the Village of Rochester and demonstrated understanding of the **high expectations of the Village and it's residents.**
4. Listing of current and relevant projects in relation to similarities of Rochester.
5. List of current clients for engineering services.
6. Information regarding the company's current and projected workload and it's ability to meet project schedules and be available for Village staff.
7. Contact information for five references (past or current clients).

IV. Identification and Qualifications of Assigned Personnel

The ideal firm should have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of the key personnel assigned to this community is important in the selection of a firm. The proposal must meet the following elements:

1. The Proposal should include the name of the person who will be responsible for the management and administration of an agreement with the Village of Rochester together with the name of the person who will serve as a backup and a resume describing each person's experience and qualifications.
2. The proposal should detail how the firm and its staff are qualified to complete tasks related to the Scope of Services.
3. The individuals identified must be licensed to provide engineering services in the State of Illinois.
4. The selected engineering firm will be required to provide a certificate of insurance showing coverage for liability and workers' compensation.

V. Scope of Services

Rochester is searching for a firm that will provide professional contracted services for engineering. The Village Engineer will not be an employee of the Village of Rochester for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, Illinois Unemployment Compensation and Workers' Compensation Laws. The general work elements are outlined below.

1. TYPICAL TYPES OF STANDARD ENGINEERING SERVICES

- a. Prepare preliminary investigations, cost studies, economic analyses and forecasts.
- b. Special planning and engineering studies.
- c. Financial/budgetary planning, grant applications.
- d. Graphic illustrations supporting various analyses.
- e. Surveying and mapping (if required).
- f. Specialized engineering analysis and design.
- g. Preparation of construction plans, specifications and contract documents.
- h. On site management of capital improvement projects.
- i. Appraisals, valuations and utility rate analysis.
- j. Street, sidewalk, and curb and gutter design.
- k. Storm water management designs when requested.
- l. Landscaping, park and green space design.
- m. Attendance at Public Works Committee Meetings and Village Board Meetings as requested.
- n. Preparing technical reviews of:
 - o Property plats
 - o Engineering calculations
 - o Constructions plans
 - o Project cost estimates
 - o Bidding documents
 - o Technical specifications
 - o Shop drawings
 - o Material certifications

2. TYPICAL AREAS OF SPECIFIC PROJECT ENGINEERING SERVICES

- a. Transportation
- b. Bridges and culverts
- c. Water distribution
- d. Wastewater collection
- e. Land and construction surveying
- f. Land use planning
- g. Drainage and storm sewers
- h. Flood control and land reclamation
- i. Assist with utility and access easements

As requested by the Village, the company will direct engineering services on projects and oversee project management for the construction of the municipal public works projects. The company may also be required to prepare or review construction projects and specifications.

The company may be asked to perform or review feasibility studies, construction inspections, plat review, utility studies, traffic studies, and capital improvements programs. The Village may also request that the company act

as Village liaison or Village representative with private developers and other levels of government. The company may also be asked to attend internal meetings involving engineering questions or issues.

The company must be able to effectively perform field inspections, address citizens concerns personally and in writing, make professional public presentations, and provide recommendations to staff and the Village Board.

The Village Board may decide to solicit specific proposals on a case by case review basis, which are not included in this scope of services.

VI. Evaluation and Selection

The company will be selected based on qualifications and criteria established below:

- A. The Village of Rochester reserves the right to reject any or all proposals.
- B. The proposals will be evaluated by a committee that may then narrow the field to three companies who may be requested to participate in an interview process. The committee will then provide their findings to the Village Board.
- C. Selection of the companies to be interviewed shall be based on the following criteria:
 1. The company's approach to and understanding of the Scope of Services.
 2. The company's experience with and expertise in municipal engineering services as listed in the Scope of Services.
 3. The experience and qualifications of the company's staff that will have primary contact with Rochester staff.
 4. The company's commitment to delivering work on time and within budget.
 5. The extent of involvement by the company's key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the Village's infrastructure.
 6. The extent to which previous clients have found the company's services acceptable.
 7. Geographical location in relation to the Village of Rochester.
 8. Familiarity and experience with the Village of Rochester and it's staff, Sangamon County, IDOT, IDNR, and other State and County agencies and departments that are necessary to collaborate when carrying out various projects.

The Village will review and evaluate all responses to this RFQ. The Village may short list the responses to three companies it deems best suited to meet its needs. The selected companies will be notified, if necessary, for an interview / presentation. Those not selected will be notified by U.S. mail or e-mail.

VII. Terms and Conditions

- A. The Village of Rochester reserves the right to cancel, modify, or formally amend any portion of the RFQ at any time. No changes, revisions, clarifications, or amendments will be made to this RFQ without notifying all invited companies on record as having received this RFQ. The Village of Rochester reserves the right to determine the successful company.
- B. Upon submission, all proposals become the property of the Village of Rochester which retains the right to use any ideas presented in any proposal submitted whether or not the proposal is accepted.

- C. Upon selection of a company, an agreement may be negotiated or both parties may agree to the designation of the Village Engineer absent an agreement.
- D. The Village of Rochester will not be liable for any costs incurred by any firm responding to this request.
- E. Data contained in the response and all documentation provided therein, become the property of the Village of Rochester, without compensation to the respondent, and the data becomes public information upon opening the response.

Consultants are solely responsible for all expenses associated with responding to this RFQ. The Village accepts no financial responsibility and will not be liable in any way for any cost incurred in the preparation of documents for this RFQ, or any costs associated with onsite presentations or follow-up questions requested by the Village, unless previously agreed to by the Village in writing. The Village of Rochester is not under any obligation to award a contract, and reserves the right to terminate the RFQ process at any time and to withdraw from discussions with any or all of the consultants who have responded. All documents and materials prepared pursuant to this proposal are the property of the Village of Rochester. The Village shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under this process.

If any provision of this Request for Qualifications is invalid, illegal, or unenforceable under any applicable statute or rule of law, the remaining provisions of this agreement shall remain in force and effect and the vendor agrees to substitute for the invalid provision a valid provision which most closely approximated the economic effect and intent of the invalid provision.